

**SUSTAINABLE BURBANK TASK FORCE
SEPTEMBER 21, 2009 MINUTES**

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Task Force was held in the Burbank Police Department Meeting Room, 200 North Third Street, on the above date. Ms. Wendy James, Chair, called the meeting to order at 4:36 p.m.

II. ROLL CALL:

Members Present:

Jeff Catalano
Nicholas de Wolff
Geoffrey Folsom
Emily Gabel-Luddy
Mark Hardyment
Wendy James (Chair)
Maureen Kellen-Taylor
Cynthia La Camera
Ken Lewis
Lisa Rawlins
James Smith
Joel Shapiro
Sharon Springer
Jef Vander Borght (Vice-chair)

Members Absent:

Youth Board representative
(A new Youth Board representative will be chosen at the October 2009 Youth Board meeting)

Council Members and Staff Present:

Dave Golonski – Council Member, City Council
Anja Reinke – Council Member, City Council
Bonnie Teafor – Public Works Director, Public Works
Kreigh Hampel - Recycling Coordinator, Public Works
Sherry Richardson - Administrative Officer, Public Works
Jacqui Batayneh – Executive Assistant, Public Works
Jeanette Meyer - Marketing Manager, Burbank Water & Power
Greg Herrmann - Interim Community Development Director, Community Development Department
Ruth Davidson-Guerra – Assistant Community Development Director-Housing & Redevelopment, Community Development Department
Jack Lynch – Deputy Housing & Redevelopment Manager, Community Development Department
Michael Forbes - Deputy City Planner, Community Development Department
Tracy Steinkruger - Senior Planner, Community Development Department
Jan Bartolo - Deputy Director, Park Recreation & Community Services
Mary Riley - Sr. Assistant City Attorney, City Attorney's Office
Keith Sterling – Public Information Officer, City Manager Department
Renee Roach - Recording Secretary, Public Works

III. ORAL COMMUNICATIONS:

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

Public: None

A. Task Force Members: None

B. Staff:

Mr. Hampel invited anyone interested to join the Airwalk event coming up. Nicholas de Wolff indicated that the event is for the American Lung Association.

Ms. Teaford indicated that the Energy Expo at BWP is coming up on October 10th.

Ms. Teaford introduced Jacqui Batayneh, her new Executive Assistant. She will be the new recording secretary for the Task Force meetings.

IV. APPROVAL OF MINUTES:

It was moved by Mr. Vander Borgh to approve the minutes from the August 17, 2009 meeting and seconded by Ms. Kellen-Taylor. The motion was approved by all present.

V. SELECTION OF SUSTAINABLE BURBANK TASK FORCE MEMBERS TO ATTEND METROPOLITAN WATER DISTRICT EDUCATIONAL TRIP

Ms. Teaford advised the Task Force of the opportunity for two (2) Task Force members to attend an educational trip to the Delta region hosted by the Metropolitan Water District on October 24 and 25, 2009. After discussion, Ms. Springer was the only one interested in attending. Ms. Teaford stated that if anyone else is interested, they can email her before the end of the week. If more than one other person expresses interest, she will draw a name from a hat. The name(s) of the interested Task Force members will be provided to the City Manager's Office by staff.

VI. SELECTION OF SUSTAINABLE BURBANK TASK FORCE MEMBERS TO SERVE ON OLIVE STREETSCAPE COUNCIL SUBCOMMITTEE

Ms. James asked if anyone on the Task Force is interested in serving on Olive Avenue Streetscape Council Subcommittee. Council Member Golonski stated the meeting frequency would probably start at once a month and increase as the project progresses. At a later point in the meeting after a few other Task Force members had arrived, Mr. Golonski re-addressed the opportunities for attending the Delta region trip as well as serving on the Olive Streetscape Council Subcommittee. Mr. Golonski stated he would be glad to address with Council a request to increase the number of members on the committee. All five members of the Transportation and Urban Design Subcommittee expressed interest along with Mr. Smith from the Water Subcommittee.

VII. FOCUSED DISCUSSION-SUBCOMMITTEE REPORTS

Mr. de Wolff, on behalf of the recently merged Transportation and Urban Design Subcommittee, gave a Power Point presentation titled Livable Streets and Road Diets. A subcommittee report dated September 14, 2009, was also distributed that outlined the subcommittee's recommendations to the Task Force. The first recommendation seeks a modification to current plans to restripe Verdugo Avenue from Keystone Street to Olive Avenue to implement the City's adopted 2003 Bicycle Element. This modification would include introducing bicycle lanes, enhancing safety and maintaining the efficiency of Verdugo Avenue. The second recommendation is a continuation of this restriping proposal west on Verdugo Avenue from Keystone, and the subcommittee encourages the City to find the funds to complete the restriping. The Task Force members had discussion on the recommendations. Council Member Golonski advised the Task Force on the two-step agenda process used to bring issues before the City Council. With a majority vote by

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Council to look into the issue, Council directs City staff to provide Council with a staff report in the near future. Mr. de Wolff motioned to take the subcommittee's recommendation for modifying the restriping plan for Verdugo Avenue to Council. Mr. Smith seconded the motion. All Task Force members were in favor. Council Member Golonski stated he would present the issue to Council on September 22, 2009. Ms. Gabel-Luddy indicated the subcommittee has discussed the public transportation benefits and current challenges. They also discussed the use of funding Burbank receives for transportation related projects. The subcommittee recommends street widening projects should be a last resort. Council Member Golonski indicated that the General Plan is due to come before Council within the next six to eight months.

Mr. Lewis, on behalf of the Energy Subcommittee, gave a Power Point presentation titled Urban Heat Island. The printed version of the Power Point presentation is attached as part of these meeting minutes. The first two pages of the presentation outlined the subcommittee's recommendations to the Task Force. The first slide identified several items recommended for concurrence and support of existing policy. The second slide identified several items recommended to the Task Force that the subcommittee believe are not a part, or are under emphasized in current City approach. There was discussion by the Task Force at the conclusion of the presentation. It was suggested that there be an audit of shade trees, and that the subcommittee develop specific recommendations.

Ms. La Camera, on behalf of the Water Subcommittee, presented a report on the work of the subcommittee, including their recommendations. The report was distributed and is attached. The Task Force engaged in discussion on the recommendations.

VIII. FOCUSED DISCUSSION-PUBLIC OUTREACH

Mr. Keith Sterling, the new City of Burbank Public Information Officer, provided an overview of his work history. Mr. Sterling gave a Power Point presentation titled Creating Buzz- Changing Behavior. Staff recorded suggestions from the Task Force (see Creating Buzz document that is attached as part of the meeting minutes). Mr. Sterling showed a few examples of municipal logos related to sustainability and "going green." A number of ideas for promoting sustainability were derived through the discussion. Council Member Reinke suggested forming a subcommittee for the topic of public outreach. The following Task Force members volunteered for the subcommittee: Lisa Rawlins (Chair), Maureen Kellen-Taylor, Emily Gabel-Luddy, and Anja Reinke. Ms. James suggested that the new Youth Board representative will be appointed to this subcommittee.

IX. SUSTAINABILITY-RELATED CITY COUNCIL AGENDA ITEMS

Ms. Teaford reported that she analyzed Council agendas and saw that practically all of the agenda items are related in some way to the broad scope of sustainability. She recommends that the Task Force members check the City's website each week for the upcoming agenda and agenda items' supporting documentation. If there are specific Council agenda items that have been specifically discussed by the Task Force, staff will make notification to the Task Force members. A brief discussion on the Task Force's role of advocacy was held. Mr. Lewis suggested a subcommittee to form principles related to each theme. Ms. James suggested that each subcommittee have an appointed member who looks at the Council agenda each week and notifies the other members when their presence at the Council meeting would be recommended.

Ms. James indicated that she will not be at the next meeting. Mr. Vander Borgh, Vice-Chair, indicated that he will be attending the meeting and will chair it.

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Ms. Teaford stated the next meeting will focus on the themes of Waste Reduction and Environmental Health. Mr. Hampel has offered to host the meeting at the Burbank Recycle Center. The Task Force members were agreeable to the location change.

The Task Force agreed to cancel the December 21, 2009 meeting.

There was a very brief discussion on whether or not there should be any efforts to have refreshments at these meetings. It was agreed that individuals would be responsible to bring their own.

Council Member Golonski commended the work done by all the subcommittees.

X. ADJOURNMENT:

The meeting was adjourned at 7:25 p.m. The next regularly scheduled meeting will be held on Monday, September 21, 2009 at 4:30 p.m. at the Burbank Recycle Center, 500 South Flower Street.

Respectfully submitted,

Bonnie Teaford, Public Works Director
BT: rr

****Attachments (PDF):**

Transportation and Urban Design Subcommittee Report
Urban Heat Island Power Point Presentation
Water Subcommittee Recommendations
Creating Buzz Changing Behavior Power Point Presentation
Creating Buzz Idea List

****Livable Streets and Road Diet Power Point Presentation attachment to be provided by Nicholas de Wolff.**